



# CAREER AND TECHNICAL EDUCATION

## Operational Guide for **Special Populations**

Summary of Changes in Operational Guide	
September 4, 2008  <b>Updated:</b> <ul style="list-style-type: none"> <li>Equipment Lists</li> </ul>	September 4, 2008  <b>Added:</b> <ul style="list-style-type: none"> <li>Technology Standards for 2008-09</li> </ul> <b>Removed:</b> <ul style="list-style-type: none"> <li>HSTW Model removed from Special Populations</li> </ul> <b>Renamed:</b> <ul style="list-style-type: none"> <li>Special Populations separated from School Improvement</li> </ul>
September 4, 2008	
<b>Corrections:</b>	
<ul style="list-style-type: none"> <li>Course Codes</li> </ul>	<ul style="list-style-type: none"> <li>Pathway Name</li> </ul>

Changes (4/1/05)
<b>Course Codes:</b>
Incomplete sentences in numerous course code descriptions are completed.
Changes (06/28/07)
Special Populations renamed as School Improvement.
Changes (06/28/07)
HSTW model added to operational guide.
Changes (09/04/08)
Special Populations separated from School Improvement.
HSTW model removed from Special Populations operational guide.

## **Statement of Assurance**

All vocational opportunities are offered without regard to race, color, national origin, sex, handicap, or age. The following civil rights laws protect individuals from discrimination in programs or activities receiving federal financial assistance:

Title IV of the Civil Rights Act of 1964  
Title IX of the Education Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
Age Discrimination Act of 1975

**RELATED LINK:** Go to the Department of Labor for assistance with specific laws and regulations,  
<http://www.dol.gov/dol/compliance/compliance-majorlaw.htm>.

<b>Summary of Dates/Forms Associated with Instructional Programs</b>		
<b>Date</b>	<b>Form # and Web Site Address</b>	<b>Name of Form</b>
September 11	( <a href="http://ace.arkansas.gov/CareerandTechEducation/TeacherInformationSystem.htm">http://ace.arkansas.gov/CareerandTechEducation/TeacherInformationSystem.htm</a> )	Deadline for computer submission of <b>Teacher Information</b>
October 1		Notification by letter of schools using concurrent credit to meet standards
October 1	<b>WE-92</b> ( <a href="http://ace.arkansas.gov/CTESCTENewandExpandedPrograms.htm">http://ace.arkansas.gov/CTESCTENewandExpandedPrograms.htm</a> )	C & T New Program Start-up Proposals
March 15	<b>WE-4</b> ( <a href="http://ace.arkansas.gov/CTESCTENewandExpandedPrograms.htm">http://ace.arkansas.gov/CTESCTENewandExpandedPrograms.htm</a> )	Reimbursement for C & T New Program Equipment
June 30		STRIVE end of year Gain/Loss Report

**ARKANSAS DEPARTMENT OF WORKFORCE EDUCATION**  
Three Capitol Mall  
Little Rock, AR 72201  
Web Site Address: <http://ace.arkansas.gov>

**CAREER AND TECHNICAL EDUCATION**

John L. Davidson, Deputy Director  
Room 401  
Phone: (501) 682-1040  
Fax: (501) 682-1026  
E-mail: [john.davidson@arkansas.gov](mailto:john.davidson@arkansas.gov)

Sandra Porter, Associate Director  
Room 402.1  
Phone: (501) 682-1505  
Fax: (501) 682-1501  
Email: [sandra.porter@arkansas.gov](mailto:sandra.porter@arkansas.gov)

Mary E. Koettel, Program Manager, Accountability and Funding  
Room 402  
Phone: 682-1528  
Fax: (501) 682-1026  
Email: [mary.koettel@arkansas.gov](mailto:mary.koettel@arkansas.gov)

**Program Support:**

Office of [Support for Special Populations](http://ace.arkansas.gov/CTESCTEGuidanceSpecialneeds.htm)  
(<http://ace.arkansas.gov/CTESCTEGuidanceSpecialneeds.htm>)  
Room 407  
Phone: (501) 682-1535  
Fax: (501) 682-1805  
Marylene Mitchell-Tate, Program Manager  
Valerie Spivey, Program Support  
E-mail: [marylene.tate@arkansas.gov](mailto:marylene.tate@arkansas.gov)  
E-mail: [Valerie.spivey@arkansas.gov](mailto:Valerie.spivey@arkansas.gov)

**Issues of:**

- Special Needs
- Adaptive equipment
- Special Populations programs

**Courses:**

- JAG - Jobs for Arkansas' Graduates
- STRIVE – Students and Teachers Responsibly Integrating Vocational Education

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## PROGRAM APPROVAL PROCESS

If a program was **conditionally approved** during the previous year and one of the following actions apply the following year, then the district will receive the program status indicated.

ACTION	STATUS TO RECEIVE
Problems are corrected	<b>FULL APPROVAL</b>
Problems not corrected	Disapproval
Critical elements from previous year received, and improvement plan not submitted	Disapproval

If a program had **full approval** during the previous year and one of the following actions apply the following year, then the district will receive the program status indicated.

ACTION	STATUS TO RECEIVE
No CTSO previous year	Conditional Approval
No program of study	Conditional Approval
No required foundations (reviewed by appropriate program area)	Conditional Approval
Core not offered every year	Conditional Approval
Meets all DWE standards	<b>FULL APPROVAL</b>

Program approval items reviewed during technical assistance visits as information is available:

1. All report card items
  - A. Completers
  - B. Career and technical assessment
  - C. Academic attainment
  - D. Placement
  - E. Nontraditional numbers
2. Advisory councils and meeting minutes
3. Safety issues
4. Any item noted as lacking in technical assistance visit

**2008-09 Career and Technical Course Codes**  
**COURSES ONLY: WORK-BASED LEARNING; SUPPORT; SPECIAL POPULATIONS;**  
**& MISCELLANEOUS COURSES**

**Special Populations**

**493800 JAG Apprenticeship/Work-Based Learning**

Credit: 1 Grade Levels: 9-12

This is an instructor-supervised work release course that includes monthly employer evaluations of participants. Employment is not a requirement of the JAG program, but credit can be given at the discretion of the individual school district. Participants should be expected to complete 180 hours of work-based learning in order to receive one credit—with a maximum of four credits for completing 720 hours of work study within a consecutive two-year period.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for School Improvement

**493780 JAG Multi-Year I**

Credit: 1 Grade Levels: 9-12

JAG utilizes the National Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for School Improvement

**493790 JAG Multi-Year II**

Credit: 1 Grade Levels: 9-12

JAG utilizes the National Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for School Improvement

**493770 JAG Senior Applications**

Credit: 1 Grade Levels: 12

JAG utilizes the National Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for School Improvement

**690030 STRIVE**

Credit: 1 Grade Levels: 9-10

This secondary program is individualized to meet the specific academic needs of career and technical students who are members of a special population. This program provides a versatile spectrum of instruction with the intent of improving vocational and academic scores and/or skills. Student eligibility is to be discussed with the student, parents, STRIVE instructor, and/or counselor prior to enrollment.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: No

Licensure required to teach this course: 413 Career Services for School Improvement

<b>TECHNOLOGY STANDARDS 2008-2009</b>
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**COMPUTER SYSTEM FOR: MIDDLE SCHOOL  
JR HIGH SCHOOL  
HIGH SCHOOL  
INSTRUCTOR/TEACHER**

**LEVEL I**

Evercase ATX Case with front USB ports  
300 Watt Sparkle Power Supply  
Genuine Intel 965 GFEKR Motherboard  
Genuine Intel E6320 Core 2 Duo Processor  
Integrated Intel Audio  
Integrated Intel 10/100/1000 Network Interface  
1GB DDR2 667Mhz RAM  
80 GB Hard Disk Drive  
1.44 MB Floppy Drive  
Genuine Microsoft Keyboard / Optical Mouse Combination  
DVD / CDRW (+/-) Combo Optical Drive  
CD-ROM Optical Drive  
Cyber Acoustic ACM-500 Headphones  
Microsoft Windows XP OEM Professional Edition  
17"LCD Flat Panel Display

**Specs will be compatible with Windows Vista**

Support for Special Populations
JAG Course
STRIVE Course



## OFFICE OF SPECIAL POPULATIONS

### STATE STAFF

Office of Special Populations  
Phone: (501) 682-1535  
Fax: (501) 682-1805

Room 403.1

Marylene Mitchell-Tate, Program Manager  
Valerie Spivey, Program Support  
E-mail: [marylene.tate@arkansas.gov](mailto:marylene.tate@arkansas.gov)  
E-mail: [Valerie.spivey@arkansas.gov](mailto:Valerie.spivey@arkansas.gov)

### SPECIAL POPULATIONS – SPECIAL NEEDS STUDENTS

Definitions and policies related to serving students who are members of “special populations” (special needs) must be in compliance with the Carl D. Perkins Vocational and Technical Education Act of 1998 (Public Law 105.332) or its successor.

The term “special populations” includes individuals with disabilities, educationally and economically disadvantaged individuals (including foster children), individuals of limited English proficiency, individuals who participate in programs designed to eliminate sex bias, and individuals in correctional institutions.

Each student identified as disabled and/or handicapped under the guidelines of the Special Education Section of ADE and admitted to career and technical education program(s) must have an Individualized Education Plan (IEP) developed prior to placement in the program.

Each student who meets the criteria for identification as a member of special populations shall be provided with the vocational assessment, guidance, counseling, and career development in order to ensure his/her success in the career focus program of study.

Transition services as well as supplemental/support services shall be provided as needed to assist the student in making the transition from school to employment.

### JAG

(Jobs for Arkansas’ Graduates)

#### Course Description

Jobs for Arkansas’ Graduates is a new course that is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

#### Course Type

Jobs for Arkansas’ Graduates can be utilized in any program of study and can count as credit toward a student’s career focus/major. The course’s goal is to ensure students’ graduation (or GED) and prepare them for workplace success whether their career begins immediately upon high school graduation, entails entry into military service, or requires postsecondary education/training.

## Length of Course

Jobs for Arkansas' Graduates is designed as a one-year (senior school-to-career application) or as a two-year (multiyear dropout-prevention application) course.

## Eligibility of Students

Eleventh- and 12<sup>th</sup>-grade career and technical students with multiple identified barriers shall apply for acceptance to the JAG course. The specialist identifies a student's barriers prior to placement into the course. Students are to have an identified career focus/major and have completed at least one unit and be enrolled in the second unit of the identified career focus/major.

## Course Credits

One unit of credit per year is to be given for JAG participants. A student's maximum length of enrollment in the JAG course shall be two years, depending on the application of the model. JAG may be utilized as a related option of any program of study. It is not a stand-alone program of study or career focus/major.

Part-time employment is not a requirement of the JAG course, but credit can be given at the discretion of the individual school district. Schools that grant credit for work-based learning shall follow the course credit guidelines for the internship course.

## Student Organization

While National Jobs for America's Graduates' asks that elements of its career association, National Career Association (NCA), be included in the curriculum, Arkansas JAG specialists will provide support to the students and advisors in the students' career focus career and technical student organization (CTSO). JAG students are strongly encouraged to hold membership in the student organization that represents their chosen career focus/major area. The specialists will assist the JAG students in the activities of their chosen CTSO. The NCA activities will be utilized as classroom management tools.

## Courses Offered

Course Code	Electives	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493800	JAG Apprenticeship/Work-Based Learning	1					X	X
493780	JAG I	1					X	X
493790	JAG II	1					X	X

## **STRIVE**

(Students and Teachers Responsibly Integrating Vocational Education)

STRIVE is a secondary course that integrates academics with a student's selected career and technical education course of study. This course provides a versatile spectrum of instruction with the intent of improving the knowledge and skills of both vocational and academic competencies. Student eligibility is based on an application process and is to be discussed with the student, parents, STRIVE instructor, and/or counselor prior to enrollment.

### **Course Type**

STRIVE is a recommended course for students, in the ninth and/or tenth grades in secondary schools, who have identified barriers. Instruction will include integrated areas of career and technical education and academic skills. The instruction shall be related to the vocational program of study/career focus in which the student is or will be enrolled. The administration of a pre- and post-assessment tool (TABE) is required of all students. Documentation of student achievement is required.

### **Length of Course**

STRIVE is recommended as a one-year course.

### **Eligibility of Students**

Ninth- and tenth-grade career and technical students or potential career and technical students with multiple identified barriers shall apply for acceptance to the STRIVE course. The instructor identifies a student's barriers prior to placement into the course. This ninth- or tenth-grade student is or will be enrolled in a vocational program or study/career focus. Student eligibility shall be discussed with the student, parents, STRIVE instructor, and/or counselor prior to enrollment.

### **Course Credits**

It is recommended that a student may earn the equivalent of one unit of credit per year for the successful completion of the STRIVE course. This course will not count as a credit toward a student's career focus major.

<b>Course Code</b>	<b>Electives</b>	<b>Units of Credit</b>	<b>7<sup>th</sup></b>	<b>8<sup>th</sup></b>	<b>9<sup>th</sup></b>	<b>10<sup>th</sup></b>	<b>11<sup>th</sup></b>	<b>12<sup>th</sup></b>
690030	STRIVE	1			✕	✕	x	x

# SUPPORT FOR SPECIAL POPULATIONS

JAG  
(Jobs for Arkansas' Graduates)

## MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

(2008-2009)

Item Name	Student Count			Description/Specification
	15	20	25	
Microcomputers	5	7	9	See Technology Standards – Level 1
Laptop microcomputer	1	1	1	Newest technology
Printer for classroom	1	1	1	
Telephone/FAX/answer machine & jack for office	1	1	1	Newest technology
Data station	5	7	9	Minimum of 30" x 42" per station (keyboard height 26"-28")
Computer chairs	5	7	9	Strong, durable, ergonomically designed with strong back support (25 percent must be adjustable)
Multipurpose tables	3	3	3	24" x 48", sturdy, wood
Locking storage cabinet	1	1	1	3' x 6' x 2'
Photocopier, video camera				Easy access to
TV/VCR/DVD player/recorder	1	1	1	Minimum 25" monitor; 3-speed recording/playback
A-V cart/media storage center	1	1	1	
Visualizer/digital demonstration camera	1	1	1	Lens 10x, auto/manual focus
Filing cabinets	1	1	1	4-drawer, lockable
Docking station for laptops	1	1	1	Appropriate for laptop
LCD projector	1	1	1	Newest technology
Scanner	1	1	1	Newest technology
8' x 10' screen				Access to

# SUPPORT FOR SPECIAL POPULATIONS

STRIVE  
(Students and Teachers Responsibly Integrating Vocational Education)

## MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

(15, 20, or 25 students)

(2008-2009)

Item Name	Count	Specification/Description
Microcomputers	1 per 2 students	See Technology Standards – Level I
Printer for classroom	1	Newest Technology
Data stations	1 per computer	Minimum of 30" x 42" per station (keyboard height 26"-28")
Computer chairs	1 per computer	Strong, durable, ergonomically designed w/strong back support (25 percent must be adjustable)
Multipurpose tables	2	24" x 28", sturdy, wood
Locking storage cabinet	1	3' x 6' x 2'
Photocopier, video camera		Easy access to
TV/VCR/DVD	1	Minimum 25" monitor, 3-speed recording/playback
Overhead projector w/movable stand & screen	1	14" standard lens or 12' wide angle lens, 8' x 10' screen
A-V cart/media storage center	1	
Filing cabinets	1	4-drawer, lockable
TABE software	1	For appropriate TABE test administration/interpretation
Optical mark reader	1	48 x 108 marks; 2,200 forms/hour; reflective read; 2 read heads; 40-48 read head channels; 512 KB memory; RS-232C serial interface; built-in form translation software
TABE test booklets		Version 9/10 Locator & Survey Tests

# Adaptive Equipment

**Adaptive Equipment for Individuals with Disabilities Enrolled in Funded Vocational Education Programs** can be obtained through Appropriation 681, by:

1. The superintendent or school principal in which the student is enrolled may request services through contacting: Program Manager, Arkansas Department of Workforce Education, Office of School Improvement - Special Needs Unit, Three Capitol Mall, Little Rock, Arkansas 72201. Assistance in submitting requests may be obtained by calling 501-682-1800.
2. The **written** request for services **MUST** contain the following information:
  - a. Name of student
  - b. Age of student
  - c. Disability and need for adaptive equipment
  - d. Vocational program(s) grade in which the student is enrolled
  - e. Equipment requested (if known)
  - f. Assistant in identifying appropriate equipment (if known)
  - g. Appropriate cost of equipment (if known)
3. Upon receipt of the **written** request for adaptive equipment, the Office of School Improvement will respond with a follow-up telephone call to the school for specific information. The state office may also call consultants (example: for the visually impaired, hearing impaired, etc.) and request that they provide information or, perhaps, an evaluation and recommendation in regard to the student's needs. At that time a letter of approval (or disapproval) will be sent to the school listing the proved equipment along with approximate funds available for purchase. (If the Office of School Improvement locates existing appropriate equipment, this equipment may be provided in lieu of funding.)
4. **The requesting school must pay for the equipment.** The Office of School Improvement will reimburse the school upon receipt of the expenditure report (WE-10). The reimbursement will not exceed the allocation approved for the equipment.
5. The adaptive equipment remains the property of the Office of School Improvement of the Arkansas Department of Workforce Education. It is subject to redistribution when no longer required by the student or similarly disabled student enrolled in funded vocational education programs within the school district.
6. A list of existing adaptive equipment can be obtained through our web site. Existing equipment may be transferred between school districts after following steps 1-3 and written approval from the Office of School Improvement has been provided. An Adaptive Equipment Transfer Form (WE-SN-254) must be submitted by the school district requesting the transfer within 15 days of the physical transfer of the equipment.